

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT				1. Contract Number		Page of Pages	
2. Amendment/Modification Number		3. Effective Date		4. Requisition/Purchase Request No.		5. Solicitation Caption	
DCKV-2009-B-0004-0003		February 24, 2009				Registration Certificate/Vehicle Window Decals	
6. Issued by:				7. Administered by (If other than line 6)			
Office of Contracting and Procurement 441 4 th Street, NW, Suite 700S Washington, DC 20001				Department of Motor Vehicles 95 M Street, SW-2 nd Floor Washington, DC 20024			
8. Name and Address of Contractor (No. street, city, county, state and zip code)				9A. Amendment of Solicitation No. DCKV-2009-B-0004			
				X 9B. Dated (See Item 11) February 3, 2009			
				10A. Modification of Contract/Order No.			
				10B. Dated (See Item 13) 5			
Code Facility							
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input checked="" type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) BY separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. Accounting and Appropriation Data (If Required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS , IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14							
A. This change order is issued pursuant to (Specify Authority): The changes set forth in Item 14 are made in the contract/order no. in item 10A.							
B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data etc.) set forth in item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2.							
X C. This supplemental agreement is entered into pursuant to authority of: 27 DCMR 3601.2							
D. Other (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.) Solicitation DCKV-2009-B-0004 is hereby amended as follows:							
1. Section C: Specifications/Work Statement has been replaced in its entirety; reference Attachment A .							
2. Section F.3: Deliverables has been replaced in its entirety; reference Attachment B .							
3. Section L: Instructions, Conditions and Notice to Bidders has been revised; reference Attachment C to this amendment.							
4. Responses to Offeror questions are provided in Attachment D to this amendment.							
5. Samples of the Registration Vehicle Decals are available at :Office of Contracting & Procurement (OCP) 441 4 th St., NW Suite 700S Washington DC 20001 Attn: Angela Turner (202) 724-4052 Email: Angela.turner@dc.gov							
Except as provided herein, all terms and conditions of the document is referenced in Item 9A or 10A remain unchanged and in full force and effect.							
15A. Name and Title of Signer (Type or print)				16A. Name of Contracting Officer			
				Angela Turner			
15B. Name of Contractor		15C. Date Signed		16B. District of Columbia		16C. Date Signed	
(Signature of person authorized to sign)				Angela Turner		2/24/09	
				(Signature of Contracting Officer)			

ATTACHMENT A

SECTION C: SPECIFICATIONS/WORK STATEMENT-AMENDED 2/24/09

C.1 SCOPE

The Department of Motor Vehicles (DMV) seeks a contractor to develop and produce Registration Certificates/Vehicle Registration Window Decals.

C.2 BACKGROUND

The Department of Motor Vehicles (DMV) develops, administers, and enforces the vehicular laws of the District of Columbia to ensure public safety through the operations of motor vehicles. The department registers and inspects vehicles to ensure compliance with industry standards and regulations. The department issues a registration certificate and window decal to the drivers of vehicles who reside in the District of Columbia and who have completely satisfied all entities pertaining to registering and inspecting their vehicles.

C.3 REQUIREMENTS

C.3.1 The Contractor shall provide all labor, material, equipment and supervision for the production of the Registration Certificates/Vehicle Registration Window Decals upon the request of the Contracting Officer's Technical Representative (COTR) specified in Section G.9.1.

C.3.2 The Contractor shall develop and produce Registration Certificate/Vehicle Registration Window Decals that meet the following characteristics:

- Ability to be printed on LEXMARK high capacity laser printers while receiving variable information from a DMV proprietary system.
- Must have the ability to support unlimited security features imbedded in the retro-reflective material.
- Security features may not include the following wording: genuine, secure, authentic, disclaimers, novelty, valid, non-government issue. No pictures, including but not limited to, a key or lock or a seal of authenticity can be used in the security features.
- Pre-printed carrier sheets must measure 8.5" x 11" and of durable construction suitable for high performance on 32-lb. white ledger or 100-lb. white index stock.
- Transparent durable adhesive retro-reflective sheeting to cover an area 3.5" from the bottom of the carrier sheet.
- Appearance: window decal must be clearly visible in day and night natural lighting.
- Rectangle or square die cut shape window size: 5" X 3" (Window decal). (Die cut decal will be 4" x 2" once detached from carrier sheet).
- Pre-cut decals with removable backing with window protecting adhesive.
- Durable adhesive must be able to withstand the windshield weather elements but less difficult to remove.
- Registration certificate decals that are manufactured must be able to withstand climate control storage with a shelf life of at least two years without deterioration.
- Registration certificate decals shall be pre-perforated to die-cut rectangle or square size: 3.375" x 2.125".

- Ink colors for Logos: DC Stars and Bars prints in Red-PMS-185, DC DMV logo prints in two inks: Blue-PMS-288 and Red-PMS-185. Logos are printed on both the decals and the registration certificate. Black ink will be used for general instructions on the carrier sheet.
- Horizontal perforations across the 8.5" direction and 3.5" and 7.25" from the bottom.
- Registration certificate decals shall be printed on the left side of the carrier sheet. The right side shall be printed with DMV information and instruction.
- Registration certificate decals must include a security feature to ensure that decals cannot be transferred from one vehicle to another subsequent to the application to the intended windshield."
- When the registration certificate decal is removed it must not leave any adhesive on the windshield.
- The decal must include a security feature that renders the decal void (e.g.: discoloration, lines, or breakage) when removed from the windshield after initial placement.
- Must be able to be removed with application of normal pressure (by hand) and without the use of tools.

C.3.3 The Contractor shall provide proof that the product has been tested for durability and is certified to maintain its integrity for no less than two (2) years.

C.3.4 The Contractor shall provide methodology of test that were performed on the decal submitted.

C.3.5 SAMPLES

C.3.5.1 The Contractor shall provide five (5) samples of previous work that include the layout and construction of the Registration Certificate/Vehicle Registration Window Decals as part of the bid submission.

C.3.6 TESTING

C.3.6.1 The Contractor shall provide at no expense to the District, no less than 100 or no more than 5000 Registration Certificate/Vehicle Decals live samples for testing prior to the production of the initial order. The Contracting Officer's Technical Representative (COTR) will contact the prospective contractor to indicate the date and time of the submission of samples for testing:

C.3.6.2 The testing shall validate the durability of the product, the positioning of the decals/registration, the appearance, the adherence of the transfer of toner to the carrier sheet, and weathering factors.

C.3.7.3. PROCEDURES OF TESTING

C.3.7.3.1 The DMV will test the registration certificate decals in the following testing procedures:

- Print using existing hardware and software** - The DMV will run the samples through the existing printers using the DMV Proprietary System and will be looking for the adherence of toner to the carrier sheet, alignment of characters, discoloration, number of misfeeds or jams and overall appearance.
- Tamper Resistance** – The DMV must be able to validate the quality of the proposed security features, which prohibit the creation of fraudulent decals, prior to the award of the contract. DMV will adhere to a windshield and then remove it to test the effectiveness of the different security features.
- Durability** – It is of paramount importance that the perspective that the perspective contractor must provide a product that can pass DMV 's durability test, yet allow citizens to remove them when necessary. The product will be subject to extreme temperature change,

moisture, and direct sunlight. Given these conditions, the decal shall not peel/detach from the windshield, melt, crumble, or show signs of discoloration.

C.3.8 STORAGE

C.3.8.1 The Contractor shall provide a secure facility location for the storage of the registration certificate/vehicle registration window decals.

C.3.9 ONLINE ORDERING

C.3.9.1 The Contractor shall provide the Department of Motor Vehicles (DMV) the ability to order the Registration Certificate/Vehicle Registration Decals, online using any approved web based browser, with appropriate security and authorization.

C.3.9.2 The Contractor shall provide ordering confirmation within 24 hours of receiving the order or the next business day.

C.3.9.3 The orders shall be allowed to be placed in minimum increments of fifty (50) thousand decals or less.

C.3.10 DELIVERY

C.3.10.1 The Contractor shall deliver the order within ten (10) business days of the order being placed.

C.3.10.2 A Safety/Reserve Stock shall be reserved and made available for an emergency order no less than ten thousand (10,000) of the decal that can be shipped within two (2) business days.

ATTACHMENT B

SECTION F: DELIVERIES OR PERFORMANCE-AMENDED 2/23/09

F.1 TERM OF CONTRACT

The term of the contract shall be for a period of one (1) year from date of award specified on the cover page of the contract.

F.2 OPTION TO EXTEND THE TERM OF THE CONTRACT

F.2.1 The District may extend the term of this contract for a period of four (4), one-year option periods, or successive fractions thereof, by written notice to the Contractor before the expiration of the contract; provided that the District will give the Contractor a preliminary written notice of its intent to extend at least thirty (30) days before the contract expires. The preliminary notice does not commit the District to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Contractor may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the contract.

F.2.2 If the District exercises this option, the extended contract shall be considered to include this option provision.

F.2.3 The prices for the option period shall be as specified in the contract.

F.2.4 The total duration of this contract, including the exercise of any options under this clause, shall not exceed five (5) years.

F.3 DELIVERABLES

Reference	Deliverable	Format/Method of Delivery	Due Date	To Whom
C.3.5.1	Registration Certificate/ Vehicle Window Decal Samples	5 Hard copies	Monday, March 2, 2009 at 10:00 a.m.	COTR
C.3.6.1	Registration Certificate/ Vehicle Window Decal Live Samples	1 Electronic file copy Hard copies -No less than 100 or no more than 5000	TBD	COTR
C.3.1	Registration Certificate/ Vehicle Window Decals	Hard copies	TBD	COTR

ATTACHMENT C

Section L.18 has been inserted to read as follows:

L.18 BID SAMPLES

- L.18.1** Except where a designated brand name item is bid, bid samples must be furnished as part of the bid and must be received by the time specified for receipt of bids. Failure to furnish samples on time will require rejection of the bid, except that a late sample sent by mail may be considered under the Late Submissions, Late Modification, and Late Withdrawals section of this solicitation.
- L.18.2** Bid samples will be evaluated to determine compliance with the characteristics listed in Section B. Failure of these samples to conform to the required characteristics will require rejection of the bid.
- L.18.3** Unless otherwise specified in the solicitation, bid samples shall be submitted at no expense to the District, and
 - L.18.3.1** Returned at the bidder's request and expense.
- L.18.4** At the discretion of the Contracting Officer, the requirement for furnishing bid samples may be waived for a bidder if the bid states that the offered product is the same as a product furnished by the bidder in connection with a previous contract.

ATTACHMENT D

Answers to Offerors questions

- Q1. In Attachment B of Amendment 1 of the IFB, the estimated quantities are reduced from 600,000 to 300,000. Please explain this change. Is it the District's intention to change to a bi-annual rather than annual renewal process, and, if so, will the weathering requirements of the decal be extended from the current 12 months to 24 months?
- A1. After doing a trend analysis of our spending over the last few fiscal years, we concluded that 300,000 was a consistent quantity for one full year. Citizens have the option of an annual or bi-annual renewal. The DMV has no intention on changing that option. Weathering requirements should not be impacted.
- Q2. Regarding IFB section C.3.2, the second bulleted item states, "Must have the ability to support unlimited security features imbedded in the retro-reflective material." It is unclear what is intended by "unlimited security features." We are interpreting this requirement to mean that the decal must have security features embedded in the retro-reflective material that will effectively prevent decal theft and counterfeiting, and will aid law enforcement with visible tamper evidence. Please confirm for us whether our interpretation of this requirement is correct.
- A2. Your interpretation is correct. However, we didn't want to limit the vendor by placing a number on the amount of security features they can purpose.
- Q3. Regarding IFB section C.3.2, the ninth bulleted item states, "Durable adhesive must be able to withstand the windshield weather elements but less difficult to remove." It is unclear precisely what is intended by "less difficult to remove." We are interpreting this requirement as follows: The decal must have the following characteristics:
- Removes easily from the windshield with no solvents or scratching required.
 - Cannot be removed from the windshield and reapplied to the same or different windshield.
 - Withstands exposure to windshield weather elements without appreciably fading for the useful life of the decal.
- Please confirm for us whether our interpretation of this requirement is correct.
- A3. Yes...your interpretation is correct. However, can we add the option for the vendor to provide us with two sample decals; a decal that has a permanent adhesive that can be removed by a scraping utensil and a semi-permanent (removable by hand) adhesive that will adhere to the windshield for no less than two (2) years? Both decals should be clearly marked as "permanent" and "semi-permanent" and include a security featured that gives clear indication when it is removed after the initial application to the windshield.
- Q4. Please define what the intended weathering life of the decal is, in months.
- A4. No less than 24 months.
- Q5. Regarding section C.3.4: Samples: Please confirm that samples will be required within ten (10) business days after contract award, and not with the bid.
- A5. Reference Section C.3.5 Samples in Amendment DCKV-2009-B-0004-003 dated 2/24/09.
- Q6. If samples are required with the bid, will the District consider extending the bid opening date by thirty (30) days to allow sufficient time for design and production of samples? Alternatively, if this is not possible, will the District consider accepting the decals thirty (30) days after contract award to allow time for the successful bidder to design and produce samples?
- A6. In accordance with Section C.3.5.1; the samples that are to be submitted with the submission are samples from previous work that include the layout and construction of the Registration Certificate Decal.
- Q7. Please describe the criteria that will be used in evaluating the proposed technical solution (form and sticker design and performance).
- A7. Reference Section C.3.7.3.1 PROCEDURE OF TESTING; the DMV will test the registration certificate decals
- Q8. How will Year 1 pricing and pricing for option years be evaluated?
- A8. The base year and option year price will be extended out separately and compared.

Q9. How will the pricing evaluation and technical solution evaluation are evaluated?

A9. In accordance with Section L: Instructions, Conditions and Notices to Bidder of the solicitation.

Q10. On page 1 of the original solicitation, the request is for an "Original" and "5" copies be submitted. On page 28 (L.2.1) the request is for an "Original" and "3" copies. Please let me know what the requirement is?

A10. The submission shall include an "Original" and "3" copies.